

Ineligible Costs

Ineligible costs include, but are not limited to:

- Payment for overtime, out-of-state travel, dues, or lobbying
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- Medical costs, such as SANE fees or salaries, or items paid for by the CVC Program
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

Ineligible Activities

Ineligible activities include, but are not limited to:

- Activities solely for research purposes
- Activities solely for the prosecution of an offender, such as witness coordination, expert witness fees, or prosecutor salaries
- Activities solely for law enforcement purposes, such as investigators or patrol officers
- Probation activities that assist an offender
- Offender-related activities, such as mediation or alcohol/drug abuse counseling
- Activities solely to prevent crime

Funding Levels

For each fiscal year of the two-year grant term, the following are the minimum and maximum amounts the OAG will reimburse toward each project funded. Applications requesting an amount below the minimum or above the maximum may not be considered. If the application is awarded, the budget may be adjusted by the OAG to fit within the minimum and maximum amounts.

Type of Project	Minimum Amount		Maximum Amount	
	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2013
<i>OVAG Project</i>	\$20,000	\$20,000	\$42,000	\$42,000
<i>OVAG Statewide Project</i>	\$20,000	\$20,000	\$200,000	\$200,000
<i>VCLG Project</i>	\$20,000	\$20,000	\$42,000	\$42,000

Match Requirements

There are no match requirements for the OVAG or VCLG projects.

1. ORGANIZATION			
Unique Application Number (UAN)			
Legal Name of Applicant			
Name of Agency Contact			
Agency Contact's Telephone Number			
	Amount Requested	% of Personnel and Fringe Requested	
FY 2012	\$0.00	0%	
FY 2013	\$0.00	0%	

2. MISSION STATEMENT	
2.1 Provide the mission statement of your organization.	

3. DESCRIPTION OF THE ORGANIZATION	
3.1 Give a description of the history of your organization including the purpose for which it was created.	
3.2 Give a description of how the organization has evolved to its current structure, this may include the scope of service, geographic areas covered, staff heirarchy, legal organization, etc.	

4. VICTIM SERVICES EXPERIENCE	YEARS
4.1 How many years has the organization been providing victim-related services or assistance?	

6.5 Describe how the organization recruits and retains volunteers or plans to do so.

7. COLLABORATIONS

7.1 Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).

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7.2 If your organization collaborates, provide a list of the organizations, including the organization type (law enforcement agency, advocacy center, hospital, task force, etc.) the applicant collaborates with to serve victims of crime for the purpose of supporting or assisting in victim recovery.
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8. STATE AND FEDERAL FUNDS EXPERIENCE	YEARS
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8.1 How many years of experience does the organization have in managing state or federal grant funds?	
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9. OUTPUT TARGET CALCULATION	STAFF POSITION/TITLE #1		STAFF POSITION/TITLE #2		STAFF POSITION/TITLE #3	
9.1 STAFF POSITION/TITLE						
9.2 ADMINISTRATIVE POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.3 CONTRACT POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.4 OUTPUT TARGET	OUTPUT TARGET		OUTPUT TARGET		OUTPUT TARGET	
DIRECT VICTIM SERVICES	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Number of Unique Victims Served						
Assistance with Crime Victims' Compensation						
Assistance with Texas SAVNS/VINE Information and Referral						
Criminal Justice Accompaniment						
Law Enforcement Accompaniment						
Medical Accompaniment						
Crisis Intervention						
Individual Counseling						
Support Groups						
Therapeutic Groups						
Peer Support Services						
Assistance with Restitution						
Assistance with Victim Impact Panels						
Assistance with Victim Impact Statements						
Emergency Funds						
Follow-up with Victim						
Legal Assistance						
Lodging						
Other						
Transportation						
Victim Advocacy						
VICTIM SERVICES TRAINING	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Total Number of all Training Sessions						
Law Enforcement Individuals Trained						
Prosecution/Judicial Individuals Trained						
School Faculty Individuals Trained						
Medical Individuals Trained						
Faith-Based Individuals Trained						
Volunteer Individuals Trained						
Other Individuals Trained						
Total Number of all Individuals Trained	0	0	0	0	0	0
OUTREACH OR COMMUNITY EDUCATION	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Outreach or Community Education Presentations						
Outreach or Community Education Participants						
Informational Fairs						
Total Attendees at Informational Fairs						
25% of Total Attendees (auto-calculates)	0	0	0	0	0	0
Total Outreach or Community Ed Presentations	0	0	0	0	0	0
STRUCTURED EDUCATION	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Structured Education Presentations						
Structured Education Participants						

9. OUTPUT TARGET CALCULATION	STAFF POSITION/TITLE #4		STAFF POSITION/TITLE #5		STAFF POSITION/TITLE #6	
	9.1 STAFF POSITION/TITLE					
9.2 ADMINISTRATIVE POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.3 CONTRACT POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.4 OUTPUT TARGET	OUTPUT TARGET		OUTPUT TARGET		OUTPUT TARGET	
DIRECT VICTIM SERVICES	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Number of Unique Victims Served						
Assistance with Crime Victims' Compensation						
Assistance with Texas SAVNS/VINE						
Information and Referral						
Criminal Justice Accompaniment						
Law Enforcement Accompaniment						
Medical Accompaniment						
Crisis Intervention						
Individual Counseling						
Support Groups						
Therapeutic Groups						
Peer Support Services						
Assistance with Restitution						
Assistance with Victim Impact Panels						
Assistance with Victim Impact Statements						
Emergency Funds						
Follow-up with Victim						
Legal Assistance						
Lodging						
Other						
Transportation						
Victim Advocacy						
VICTIM SERVICES TRAINING	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Total Number of all Training Sessions						
Law Enforcement Individuals Trained						
Prosecution/Judicial Individuals Trained						
School Faculty Individuals Trained						
Medical Individuals Trained						
Faith-Based Individuals Trained						
Volunteer Individuals Trained						
Other Individuals Trained						
Total Number of all Individuals Trained	0	0	0	0	0	0
OUTREACH OR COMMUNITY EDUCATION	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Outreach or Community Education Presentations						
Outreach or Community Education Participants						
Informational Fairs						
Total Attendees at Informational Fairs						
25% of Total Attendees (auto-calculates)	0	0	0	0	0	0
Total Outreach or Community Ed Presentations	0	0	0	0	0	0
STRUCTURED EDUCATION	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013
Structured Education Presentations						
Structured Education Participants						

10. PERSONNEL & FRINGE											
FY 2012											
Title of Position	HOURS PER WEEK					SALARY			FRINGE		
	Sched-uled to work	Sched-uled on this grant.	Direct Services on this grant.	Admin. on this grant.	Other on this grant.	Annual Salary	Total Salary Requested on this grant.	% Salary Funded by this grant.	Annual Fringe Benefits for the Position	Fringe Funds Requested on this grant.	% Fringe Funded by this grant.
1.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
2.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ -	\$ -		\$ -	\$ -	
FY 2013											
Title of Position	HOURS PER WEEK					SALARY			FRINGE		
	Sched-uled to work	Sched-uled on this grant.	Direct Services on this grant.	Admin. on this grant.	Other on this grant.	Annual Salary	Total Salary Requested on this grant.	% Salary Funded by this grant.	Annual Fringe Benefits for the Position	Fringe Funds Requested on this grant.	% Fringe Funded by this grant.
1.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
2.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ -	\$ -		\$ -	\$ -	

10.1 FY 2012 POSITION NARRATIVE

Provide a justification, which relates to the project's goal.

1.	
2.	
3.	
4.	
5.	
6.	

10.2 FY 2013 POSITION NARRATIVE	
Provide a justification, which relates to the project's goal.	
1.	
2.	
3.	
4.	
5.	
6.	

10.3 REQUEST FOR EXCEPTION TO OVAG REQUIREMENTS	
Indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.	

11. PROFESSIONAL & CONSULTANT SERVICES							
Name of Professional/Company that Applicant will contract with to perform Professional & Consultant Services	Description of Professional & Consultant Services	FY 2012			FY 2013		
		No. of Days of Consultation	Rate of Compensation	Cost	No. of Days of Consultation	Rate of Compensation	Cost
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -

11.1 FY 2012 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE	
Provide a justification for Professional & Consultant Services which relates to the project's goal.	

11.2 FY 2013 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE	
Provide a justification for Professional & Consultant Services which relates to the project's goal.	

12. TRAVEL								
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	FY 2012			FY 2013		
			Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Sponsored Training		Airfare/Mileage	\$ -		\$ -	\$ -		\$ -
		Hotel	\$ -		\$ -	\$ -		\$ -
		Per diem	\$ -		\$ -	\$ -		\$ -
		Misc./Hotel Tax	\$ -		\$ -	\$ -		\$ -
		TOTAL				\$ -		\$ -
					\$ -		\$ -	
					\$ -		\$ -	
					\$ -		\$ -	
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant
Local Travel (Mileage Only)		Mileage		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -

12.1 FY 2012 TRAVEL NARRATIVE
Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

12.2 FY 2013 TRAVEL NARRATIVE
Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

13. EQUIPMENT						
Item	FY 2012			FY 2013		
	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -			\$ -

13.1 FY 2012 EQUIPMENT NARRATIVE
Provide a justification for Equipment which relates to the project's goal.

13.2 FY 2013 EQUIPMENT NARRATIVE
Provide a justification for Equipment which relates to the project's goal.

16. PROJECT SUMMARY

16.1 Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of] services in [geographic locations]."

17. TARGET POPULATION	
SPECIFIC VICTIMIZATIONS	SPECIFIC POPULATIONS
Adults Molested as Children	African-American
Assault	Asian
Child Abuse	Elderly (65 and up)
DUI/DWI	Gay/Lesbian/Bisexual/Transgender
Family Violence	Hispanic
Hate/Bias Crimes	Persons with Disabilities
Human Trafficking	Rural
Physical Abuse and/or Neglect	Spanish-speaking
Robbery	Other
Sexual Assault	
Survivors of Homicide Victims	
Other Victims of Crime	

18. PROBLEM STATEMENT

18.1 Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in 17. Target Population of Tab D - Project Summary.

19. SUPPORTING DATA

19.1 Justify the need for the victim-related issue(s) and/or specific victimization types this project is designed to address by citing research and/or data that is geographically relevant and specific to your service area.

20. PROJECT GOAL
20.1 Provide a project goal, which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal should be a "SMART" goal: S pecific, M easurable, A chievable, R ealistic and T imely.

21. OUTPUT ASSESSMENT AND EVALUATION
21.1 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.

21.2 OUTPUTS SUMMARY	PROJECTED TARGET	
	FY 2012	FY 2013
DIRECT VICTIM SERVICES		
Number of Unique Victims Served	0	0
Assistance with Crime Victims' Compensation	0	0
Assistance with Texas VINE	0	0
Information and Referral	0	0
Criminal Justice Accompaniment	0	0
Law Enforcement Accompaniment	0	0
Medical Accompaniment	0	0
Crisis Intervention	0	0
Individual Counseling	0	0
Support Groups	0	0
Therapeutic Groups	0	0
Peer Support Services	0	0
Assistance with Restitution	0	0
Assistance with Victim Impact Panels	0	0
Assistance with Victim Impact Statements	0	0
Emergency Funds	0	0
Follow-up with Victim	0	0
Legal Assistance	0	0
Lodging	0	0
Other	0	0
Transportation	0	0
Victim Advocacy	0	0
VICTIM SERVICES TRAINING	FY 2012	FY 2013
Total Number of all Training Sessions	0	0
Law Enforcement Individuals Trained	0	0
Prosecution/Judicial Individuals Trained	0	0
School Faculty Individuals Trained	0	0
Medical Individuals Trained	0	0
Faith-Based Individuals Trained	0	0
Volunteer Individuals Trained	0	0
Other Individuals Trained	0	0
Total Number of all Individuals Trained	0	0
OUTREACH OR COMMUNITY EDUCATION	FY 2012	FY 2013
Outreach or Community Education Presentations	0	0
Outreach or Community Education Participants	0	0
Informational Fairs	0	0
Total Attendees at Informational Fairs	0	0
25% of Total Attendees (auto-calculates)	0	0
Total Outreach or Community Ed Presentations	0	0
STRUCTURED EDUCATION	FY 2012	FY 2013
Structured Education Presentations	0	0
Structured Education Participants	0	0
21.3 PUBLIC AWARENESS CAMPAIGN (Statewide Applicants Only)		
21.3 Describe the types of public service campaign products and activities (Internet, press releases, press conferences, tv and radio, etc.) provided in English and in other languages.		

22. OUTCOMES	
22.1 OUTCOME ASSESSMENT AND EVALUATION	
DIRECT SERVICE OUTCOMES	Outcome Target %
Increase in knowledge and understanding of crime victims' rights.	
Increase in knowledge of and access to community resources and services.	
PROFESSIONAL TRAINING OUTCOME	
Increase in knowledge and understanding of crime victims' rights.	
COMMUNITY EDUCATION OUTCOME	
Increase in knowledge of and access to community resources and services.	
PUBLIC AWARENESS CAMPAIGNS	
Increase the knowledge about the warning signs of specific crimes and victimizations.	
CHILDREN'S ADVOCACY CENTERS (CAC)	
Reduction in trauma, crisis, stress and/or anxiety of child victim and/or protective family members.	
Increase understanding/knowledge regarding criminal and civil justices system process in general and/or in regard to their specific case.	
22.2 Specify one of the outcomes chosen in 22.1 Outcome Assessment and Evaluation section of Tab D - Project Summary and describe the tools and/or processes written policies and procedures, pre- and post- tests, staff observation or surveys, which will be used to measure the project's outcome.	

23. COMMUNITY RESOURCES	
23.1 Is collaboration with one or more outside organizations required to achieve specific project activities?	Yes/No
23.2 Do these collaborations currently exist?	
23.3 Describe why these agreements are required.	

24. DETAILED IMPLEMENTATION PLAN
24.1 Describe this project's specific activities, which will be done over the next two years.
24.1 Continued:
24.1 Continued:
24.2 Describe how these activities will help to reach the project's goal.

25. SUSTAINABILITY PLAN
25.1 Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.
26. FINANCIAL
26.1 FINANCIAL SYSTEMS
26.2 Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.
26.3 BUDGET NARRATIVE
26.4 Provide a justification, which relate to the project's goal, for each requested budget category summarized in 27. Budget on Tab D - Project Summary.

27. BUDGET					
PERSONNEL					
Description	% of Positions	Hrs./Week	FY 2012 Requested	FY 2013 Requested	Total Project Cost
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
Total FTEs	0.00		\$	\$	\$
Personnel Total			\$	\$	\$
FRINGE					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Fringe Total			\$	\$	\$
PROFESSIONAL & CONSULTANT					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Professional & Consultant Total			\$	\$	\$
TRAVEL					
OAG Sponsored Training			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Local Travel (Mileage Only)			\$	\$	\$
Travel Total			\$	\$	\$
EQUIPMENT					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Equipment Total			\$	\$	\$
SUPPLIES					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Supplies Total			\$	\$	\$
OTHER DIRECT OPERATING EXPENSES					
OAG Sponsored Training Registration			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Other Direct Operating Expenses Total			\$	\$	\$
TOTAL BUDGET			\$	\$	\$

IV. OAG Certifications and Assurances

A. THE UNIFORM GRANT MANAGEMENT STANDARDS (“UGMS”), PART III, SECTION _____.14; PROMULGATED BY THE OFFICE OF THE GOVERNOR, STATE OF TEXAS.

THE OAG HAS ADOPTED THOSE ASSURANCES AS APPLICABLE TO ALL RECIPIENTS OF OVAG AND VCLG FUNDS.

The Applicant agrees to:

- (1) Comply with Texas Government Code, Chapter 573, Vernon’s 1994, by ensuring that no officer, employee, or member of the applicant’s governing body or of the applicant’s contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
- (2) Comply, as applicable, with Texas Government Code, Chapter 552, (“Texas Public Information Act”) which requires the public information that is collected, assembled or maintained by the applicant relative to a project to be available to the public during normal business hours.
- (3) Comply with Texas Government Code, Chapter 551, (“Texas Open Meetings Act”) which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
- (4) Comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
- (5) If Applicant is a health and human services agency or public safety or law enforcement agency, it may not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
- (6) If Applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the OAG with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.
- (7) Agrees that when incorporated into a grant award or contract, these standard assurances become terms or conditions for receipt of grant funds and that the Applicant shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

(8) Comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Applicant shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) Comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(10) Comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. § § 276a to 276a-7), the Copeland Act (40 U.S.C. § § 276c and 18 U.S.C. § § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. § § 327-333), regarding labor standards for federally assisted construction sub-agreements.

(11) Comply, as applicable, with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(12) Comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

(13) Comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

(14) Insure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities

indicating that a facility to be used in the project is under consideration for listing by the EPA, (EO 11738).

(15) Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

(16) Comply, applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(17) Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

(18) Comply, as applicable, in assisting the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

(19) Comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

(20) Comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

(21) Comply, as applicable, with Public Law 103-277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

(22) Comply, as applicable, with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(23) Comply, as applicable, with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing this program.

(24) Certifies, as a signatory party to the grant contract, that it is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

(25) Comply, by adopting and implementing the applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

B. Other Certifications and Assurances

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

The Applicant certifies that if it is required to file an Equal Employment Opportunity Plan (EEO), the Applicant will do so in compliance with the applicable federal requirements.

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

1. No federal/state appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with the awarding of any federal/state contract, the making of any federal/state grant, the making of any federal/state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal/state contract, grant, loan, or cooperative agreement; and

2. If any non-federal/state funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, an officer or employee of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with this federal/state contract, grant, loan, or cooperative agreement, the undersigned shall contact the CVSD of the OAG for the "Disclosure Form to Report Lobbying."

NON-PROCUREMENT DEBARMENT CERTIFICATION

The Applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify to any of the statements in this Non-procurement Debarment certification, the Applicant shall attach an explanation. Funding is contingent upon OAG review of this explanation.

DRUG-FREE WORKPLACE CERTIFICATION

The Applicant certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees/assignees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The applicant's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
- C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the applicant agency and CVSD, of the OAG of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (D) (2) from an employee/assignee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions with respect to any employee/assignee so convicted:
 - 1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
 - 2. Requiring such employee/assignee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

ANNUAL SINGLE AUDIT CERTIFICATION

The Applicant certifies to the best of their knowledge and belief that one of the following applicable requirements will be met:

1. The applicant currently expends \$500,000 or more, in combined federal funds during the fiscal year; and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
2. The applicant currently expends \$500,000 or more in combined state funds during the fiscal year; and, therefore, is required to submit an annual Single Audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).
3. The applicant currently expends less than \$500,000 in either federal or state funds during the fiscal year; and therefore is exempt from the Single Audit Act and cannot charge audit costs to an OAG grant. Applicant agrees that the OAG may require a limited scope audit as defined in OMB Circular A-133.

If this application is for funds in excess of \$25,000, the Applicant certifies the following:

By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.

If the Applicant is unable to certify the above statements, the Applicant has attached an explanation to this application.

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

The Applicant assures that it will file an Annual Independent Financial Audit of the complete program and/or organization and management letter of the audit findings within nine months of the end of the fiscal year of the agency. An annual independent financial audit is a requirement for this OAG grant. The audit will meet Office of Management and Budget (OMB) Circular A-133 and Uniform Grant Management Standards (UGMS) requirements. Additionally, the annual independent financial audit will meet GAGAS standards in the event a Single Audit is not required.

COMPLIANCE WITH UGMS AND THE APPLICABLE OMB CIRCULARS

The Applicant assures that it will follow the guidelines in the Uniform Grant Management Standards (UGMS). Both governmental entities as well as non-profit entities are required to follow UGMS guidelines.

The Applicant assures compliance with all Federal/state statutes, regulations, policies, guidelines and requirements, including, but not limited to, UGMS as well as OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 123 72.

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

The Applicant agrees that in the event of loss or misuse of the OAG funds, the Applicant assures that the funds will be returned to the OAG in full.

CONFLICT OF INTEREST

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. By submitting this Application, Applicant affirms that it has neither given, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, at any time during the procurement process or in connection with this grant application, except as allowed under relevant state and federal law. The Applicant further agrees that it will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. The Applicant shall operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to the activities conducted under this grant.

Without diminishing the provisions of the prior paragraph, the Applicant assures that as a grantee, grantee personnel, members of a grantee board or governing body, or other persons affiliated with the grant project shall not participate in any proceeding or action where grant funds personally benefit, directly or indirectly, the individuals or their relatives. For the purposes of this provision, "relatives" means persons related to the individual within the third degree by consanguinity or within the second degree by affinity, as determined by Chapter 573 of the Government Code. Grant personnel and officials must avoid any action that results in or creates the appearance of using their official positions for private gain; giving preferential treatment to any person; losing independent judgment or impartiality; making an official decision outside of official channels; or adversely affecting the confidence of the public in the integrity of the program or the OAG.

AUTHORITY TO FILE APPLICATION

The Applicant has the authority or will receive the appropriate authority by the Applicant's governing body to file the Application, including the authority to agree to the assurances and certifications contained herein.

V. Required Attachments

Attachments A and B can be found at the end of this Application Kit.

Attachment A is the “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION”

- **It must be signed and submitted at the time the Application is submitted to the OAG.**
- **Applications that are received by the OAG without this Attachment will not be considered or funded by the OAG.**

Attachment B is the “RESOLUTION OF GOVERNING BODY”

- It must be signed and submitted at the time the Application is submitted to the OAG, unless the timing of the Application due date and requirements of the Open Meeting Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

Job Descriptions are required for each position requested in the proposed budget.

- Job descriptions should be attached and submitted with the Application. Missing job descriptions may impact the Applicant’s score.
- The Applicant should mark each page of the submitted job descriptions with the name of the Applicant and the Unique Application Number, if applicable.

Collaboration Agreements if required by the Applicant to achieve the proposed project as described in Tab A.

- Collaboration agreements, if required, should be attached and submitted with the Application. Missing collaboration agreements may impact the Applicant’s score.

ATTACHMENT A — REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CST, APRIL 1, 2011, OR
THE APPLICATION WILL NOT BE CONSIDERED.

STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION

INSTRUCTIONS: Initial each numbered line and submit this signed required Attachment with the Application.

LEGAL NAME OF APPLICANT: Hidalgo County Sheriff's Office

UNIQUE APPLICATION NUMBER: _____

1. _____ THIS APPLICATION IS FOR (check one):

- Other Victim Assistance Grant (OVAG)
 Victim Coordinator and Liaison Grant (VCLG)
 Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
 Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

2. _____ TRUE AND CORRECT INFORMATION. The undersigned certifies that the information contained in this Application, including any attachments are true and correct to the best of his or her knowledge.

3. _____ OAG CERTIFICATIONS AND ASSURANCES. The undersigned has read and understands the Certifications and Assurances, contained in the Application Kit.

4. _____ DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CST April 1, 2011 and that to meet the deadline, the Applicant must submit both paper (hard copies) and electronic (e-mail) documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to deliver the Application to the OAG in the specified manner and by the specified date and time
- Applications submitted in other formats will not be accepted
- The OAG accepts no responsibility for delays in shipping and courier services
- Late Applications will not be considered under any circumstance and will be returned unopened
- Proof of sending a document by e-mail or other means is not proof that the OAG received the information

5. _____ JOB DESCRIPTIONS FOR EACH REQUESTED POSITION. The undersigned understands that the most recent job description for each position requested in the proposed budget should be attached and submitted with the Application. Missing job descriptions may impact the Applicant's score.

6. _____ RESOLUTION OF GOVERNING BODY. The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

Signature/Title

Judge Ramon Garcia
Printed Name

Date

ATTACHMENT B — REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CST APRIL 1, 2011. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY

LEGAL NAME OF APPLICANT: Hidalgo County Sheriff's Office

UNIQUE APPLICATION NUMBER (if applicable): _____

Be it known as follows:

WHEREAS, the Hidalgo County Sheriff's Office, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program (check one):

- Other Victim Assistance Grant (OVAG)
 Victim Coordinator and Liaison Grant (VCLG)
 Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
 Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

WHEREAS, the Commissioners Court, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the Hidalgo County Sheriff's Office, [Name of Applicant] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Ramon Garcia

Position Title: County Judge

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

Signature

Judge Ramon Garcia
Printed Name

Date